

## **REQUEST FOR QUOTATION FOR TEAM BUILDING TRAINING SERVICES DEPARTMENT OF JUSTICE/OFFICE OF THE INSPECTOR GENERAL**

### **BACKGROUND:**

The Department of Justice, Office of the Inspector General (OIG) has a requirement for an off-site, two day team building session the week of September 10<sup>th</sup>, 2007. The training will be provided to approximately 22 – 25 employees of the Oversight and Review Division. The Division is made up of attorneys, special agents, program analysts and paralegals.

The Division is charged with handling more sensitive and/or complex investigations and reviews conducted by the OIG in its role of detecting and deterring waste, fraud, abuse and misconduct in Department of Justice operations. At the close of the investigation/review, the Division produces detailed and lengthy written reports of findings. These reports are published on our website and given to, typically, the head of the appropriate agency. Some of the published reports from this Division include a review of the Federal Bureau of Investigation's use of National Security Letters, the treatment of aliens held in connection with the September 11 attacks, and allegations relating to the selection of the U.S. Attorney for Guam and the Northern Mariana Islands. Additional information about the OIG and the Division's reports can be found at the following website:

<http://www.usdoj.gov/oig>

The Division conducts its investigations/reviews by creating teams using Division employees solely, or supplemented with employees from other OIG divisions. These teams last for the duration of the investigation/review and are then disbanded. Team members are selected based upon skills required for the investigation/review; the same employees are not assigned to the same team every time, nor are the teams the same size for every investigation/review. An employee could also be assigned to multiple teams concurrently.

### **SCOPE OF WORK:**

The goal of this training is to build team player skills, addressing, but not limited to, the following components:

- Developing goals as a team
- Establishing roles and understanding individual styles of interaction
- Developing workflow processes; breaking large projects down into more manageable components
- Effective communication
- Conflict resolution
- Creating and maintaining dedication, camaraderie and trust

## **REQUEST FOR QUOTATION FOR TEAM BUILDING TRAINING SERVICES DEPARTMENT OF JUSTICE/OFFICE OF THE INSPECTOR GENERAL**

The training should include a variety of presentation methods (i.e. classroom lecture style, multimedia, small group break-outs, etc.). The training will be held off-site at a location within the Washington, DC metropolitan area. The training will last two full days and be held during the week of September 10, 2007 (dates will be dictated by training space availability).

### **VENDOR REQUIREMENTS:**

This solicitation is limited to vendors that qualify as a small business under Small Business Administration guidelines. The NIACS code for this procurement is 611430. Vendors must be current in the Central Contractor Registration database (CCR) prior to receipt of award.

### **REFERENCES:**

Vendors should provide at least three but no more than five references for similar work, using the proposed instructor, performed for other governmental agencies within the last three years.

### **PRE-RESPONSE CONFERENCE:**

There will be an opportunity to meet with the evaluation team on Monday, July 16<sup>th</sup> at 2:00PM to answer questions prior to the close of this solicitation. The meeting will be held at 1425 New York Ave, NW, Washington, DC. Participation is not mandatory. Our office can accommodate participation in person, via conference call and video conference. If you are interested in participating, please send an email indicating how you would like to participate (in person, conference call, or video conference) to [OIGContractingOfficer@usdoj.gov](mailto:OIGContractingOfficer@usdoj.gov) no later than 5:00PM on July 11<sup>th</sup> and we will contact you to make the necessary arrangements. If you are unable to participate, but would like a copy of the meeting minutes, please indicate that in the email.

### **RESPONSES AND EVALUATION:**

Responses should be received no later than 5:00 EDT on July 31st, 2007. Responses will be accepted via hand delivery, fax or email. Due to delays related to screening US Postal Mail, mailed responses are strongly discouraged but not prohibited. Incomplete or late responses will not be considered.

The OIG intends to evaluate offers and award a contract without discussion with offerors. Therefore, the offeror's initial submission should contain the best terms from a price and technical standpoint. However, the OIG reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The OIG may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

## **REQUEST FOR QUOTATION FOR TEAM BUILDING TRAINING SERVICES DEPARTMENT OF JUSTICE/OFFICE OF THE INSPECTOR GENERAL**

Responses should address the requirements listed below and include a completed Attachment A.

### **Response Requirements**

- Resume/Vita of Instructor(s)
- Lesson plan/course outline for each day of training
- Goal(s) for each component of the lesson plan/course outline
- Underlying theory of each component of the lesson plan/course outline
- Description of training method for each training component
- Listing of tools used during training, by training component (computer, audio visual, etc.)
- Description of (or actual) reference materials to be provided during training
- Description of (or actual) other learning aids or “take-aways” to be provided during training
- References as outlined above

The successful vendor will be selected based upon a best value determination. This determination will be based upon (in order of importance) qualifications and past performance of instructor(s), quality and creativity of the proposed training, and price. Quality and creativity of the proposed training includes relevance of the course outline to the requirements, professionalism and relevance of any reference and “take away” materials (concise, helpful and interesting), type and variety of presentation methods (memorable and engaging presentations), unique approaches to conveying the topic, and underlying theories used in developing training components.

### **AWARD:**

Award will be made by August 17, 2007. This will be a fixed price contract.

### **CONTACT INFORMATION:**

Submit responses and address any questions to the contracting office listed below:

Laura Wohlford  
Contracting Officer  
DOJ/Office of Inspector General  
1425 New York Avenue, NW  
Suite 7000  
Washington, DC 20530  
202-616-3474 (direct line)  
202-616-4532 (fax)  
[OIGContractingOfficer@usdoj.gov](mailto:OIGContractingOfficer@usdoj.gov)

**REQUEST FOR QUOTATION FOR TEAM BUILDING TRAINING SERVICES  
DEPARTMENT OF JUSTICE/OFFICE OF THE INSPECTOR GENERAL**

**Attachment A- Request for Quotation**

FAR 52.252-2      Clauses Incorporated by Reference (FEB 98) - This Request for Quotation incorporates the following clauses by reference with the same force and effect as if they were given in full text. **The contractor shall complete any required information items below in applicable provisions/clauses and submit this attachment with their quotation. Clauses clearly not applicable by virtue of the nature of the requirement (e.g., the option clause(s) in a requirement without option quantities or periods), are considered self-deleting.**

FAR 52.204-3      Tax Identification Number (OCT 98) - If known, please indicate your Tax Identification Number (TIN).

---

FAR 52.204-6      Contractor Identification Number (OCT 03) - If known, please indicate your Contractor Identification Number (DUNS #)

---

FAR 52.204-9      Personal Identity Verification of Contractor Personnel (JAN 2006) - When performance requires contractor personnel to have access to Department of Justice facilities or information systems.

FAR 52.217-3      Evaluation Exclusive of Options (APR 84) - When the RFQ indicates option quantities will not be considered as part of the evaluation process.

FAR 52-217-5      Evaluation of Options (JUL 90) - When the RFQ indicates option quantities will be considered as part of the evaluation process.

FAR 52.219-1      Small Business Representation (MAY 04) - Complete if the estimated dollar value of the purchase exceeds the micro-purchase threshold (\$2,500) and the contractor will perform the contract inside the United States or its outlying areas. Contracting Officer shall provide NAICS code and size standard below.

The North America Industry Classification System (NAICS) code for this acquisition is 561410. The small business size standard is \$6,500,000.

**REQUEST FOR QUOTATION FOR TEAM BUILDING TRAINING SERVICES  
DEPARTMENT OF JUSTICE/OFFICE OF THE INSPECTOR GENERAL**

The prospective contractor should provide the information below:

The offeror represents as part of its quotation that it

is \_\_\_ or is not \_\_\_ a small business concern;  
is \_\_\_ or is not \_\_\_ a small disadvantaged business concern;  
is \_\_\_ or is not \_\_\_ a woman-owned small business concern;  
is \_\_\_ or is not \_\_\_ a veteran-owned small business concern;  
is \_\_\_ or is not \_\_\_ a service-disabled, veteran-owned small business concern;  
is \_\_\_ or is not \_\_\_ a HUBZone small business concern.

FAR 52.222-18

Certification Regarding Knowledge of Child Labor for Listed End Products (FEB 01) - This certification must be completed if the contractor is informed that the product or service being offered is included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, as identified by their country of origin.

The following end product(s) being acquired under this Request for Quotation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin.

Listed End Product

Listed Countries of Origin

DOES NOT APPLY PER THE CONTRACTING OFFICER

Certification:

The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c) (1) or paragraph (c) (2) of this provision.

- [ ] The offeror will not supply any end product listed above that was mined, produced, or manufactured in a corresponding country as listed for that end product.
- [ ] The offeror may supply an end product listed above that was mined, produced, or manufactured in the corresponding country as listed for that product provided the offeror has certified that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those

**REQUEST FOR QUOTATION FOR TEAM BUILDING TRAINING SERVICES  
DEPARTMENT OF JUSTICE/OFFICE OF THE INSPECTOR GENERAL**

efforts, the offeror certifies that it is not aware of any such use of child labor.

52.225-2 Buy American Act Certificate (June 2003)

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Supplies."

(b) Foreign End Products:

DOES NOT APPLY PER THE CONTRACTING OFFICER

Line Item No.

Country of Origin

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[List as necessary]

(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

(End of provision)